State Water Resources Control Board

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Arnold Schwarzenegger
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CLEAN BEACH INITIATIVE
PROPOSITION 40 – PHASE 2 GRANT PROGRAM

APPLICATION INSTRUCTIONS

The State Water Resources Control Board (State Water Board), Division of Financial Assistance (Division) is accepting applications for Phase 2 of the Proposition 40 Clean Beach Initiative (CBI) Grant Program.

The CBI Grant Program provides grants to local agencies, non-profit organizations, and public agencies to help them implement projects that protect and restore California's coastal water quality.

In September 2002, the *Watershed, Clean Beaches, and Water Quality Act* (Act) appropriated $43.7 million from Proposition 40 for CBI grants up to $5 million per project. The State Water Board has committed $21.5 million dollars to 28 eligible projects as part of Phase 1 of the Proposition 40 CBI Grant Program. The State Water Board is currently making available the remaining $22.2 million dollars for Phase 2 for eligible projects at beaches identified on the State Water Board's Competitive Location List (CLL). **Phase 2 CBI grant funds are available on a competitive first-come, first-served basis until all funding is committed or December 31, 2006, whichever comes first.**

The CLL was approved by the State Water Board on April 21, 2005. The CLL was developed in consultation with the Clean Beaches Task Force (CBTF), the Regional Water Boards, and County Environmental Health Directors. The CLL is a list of beaches throughout California that have had poor bacterial water quality over the last three years. Interested applicants can view the CLL at http://www.waterboards.ca.gov/cwphome/beaches to see if their projects are at an eligible beach location; eligible beach locations are listed by County. **A project must protect or restore water quality at a beach named on the CLL to receive funds during Phase 2.**

Eligible applicants requesting CBI grant funds must submit a complete electronic application using the State Water Board's online Financial Assistance Application Submittal Tool (FAAST). Access to FAAST is available at https://faast.waterboards.ca.gov/index.html. FAAST will accept applications starting Friday, April 22, 2005. To be considered for a CBI grant, an applicant must complete the CBI application in FAAST.

Here are the steps to submit your application using the FAAST system:

1. Create a FAAST user account if you do not already have one. On the right hand side of the FAAST homepage (https://faast.waterboards.ca.gov/index.html), there is a place to LOGIN to the system by typing your User Name and Password and clicking the **"Login"** button. If you have an existing account that you created for a previous grant program, you can use the same account for submitting your CBI application. The Password is case sensitive, so be sure to use the correct case. If you have not previously created a user account, please click on the **"Sign Up"** button to begin the sign up process.

2. To create a user account, you must complete a 3-step process.
   Step 1:   Enter User Details
   Step 2:   Enter Organization Details
   Step 3:   Enter User Name and Password

3. Once you have created a User Name and Password, go to the FAAST homepage. Enter your User Name and Password and click the **"Login"** button to enter the system.

4. After signing in, the Applicant Menu screen (also known as Main Menu) will appear. The Applicant Menu allows you to submit a new application, work on existing application(s), or update your user and organization profile. You do not need to complete your application in one sitting. You can work on your application, logout, and return to finish your application at a later time.

5. To start a new application, select "Start a New Application" from the Applicant Menu. The screen displays a list of Request for Proposals (RFPs) and solicitations currently accepting applications. Select "Clean Beaches Prop. 40 Phase 2" from the list displayed on the screen to begin the application process.

6. Answer the questions on all of the tabs except the "Review Comments" and "Application Status" tabs.

7. Attach required documents on the "Application Attachments" tab. The Attachments tab allows you to attach electronic files to your application. These can include MS Word documents, PDF files, MS Excel spreadsheets, and image files. At a minimum your FAAST application should include a completed project questionnaire, completed draft grant agreement, a project classification survey, and a map showing the project location and any areas affected by the project. The questionnaire, agreement, and classification survey templates are available at
http://www.waterboards.ca.gov/cwphome/beaches/request.html.

   In order to attach files, please type in a title for the attachment and then click on the **"Browse"** button to browse your computer's directories to select the desired file. After locating the desired file on your computer, highlight the file and click the **"Open"** button

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to select the file for upload to the application. Click on the **"Attach Selected File"** button to begin the upload process. Depending on the size of the file and the speed of your internet connection, the upload process can take several minutes. Please wait until the file completely uploads before attempting to upload additional files or working on other sections of the application. Once the attachment has been uploaded, the attachment title and upload date will appear below the heading, "ATTACHMENT TITLE." Please repeat the process to attach additional files. After attaching all files, click on the **'Save Work in Progress"** button.

Note: The size of each attachment is limited to 10MB (megabytes). To see the file size in the Browse Dialog box, click the "View Menu" button (this button is in the upper right area of the Browse/Choose File dialog). Then select details from the dropdown menu.

8. When you have completed the application, click the **"Preview/Submit Application"** button. This button is located on all sections of the application, except 'Review Comments" and "Application Status." A preview of the entire application will be displayed. Please review your application to ensure it is complete.

   When you are ready to submit your application, enter your initials and then click the **'Submit Application"** button. An Application Submittal Acknowledgment screen will appear to confirm that your application was received. In addition, an email will be sent within 24 hours to confirm the receipt of your application.

   Your application status will be changed to 'Submitted," and the application will become "read-only." You will no longer be able to edit your application.

   Note: Once the application has been submitted, no changes may be made.

9. If you have any questions or need assistance, you may click on the **"Contact"** button located on the bottom of every page/screen in FAAST or check the Frequently Asked Questions (FAQs) located on the FAAST homepage. Please include the PIN assigned to your proposal and/or a phone number.

   FAAST ASSISTANCE
   You may email FAAST technical assistance staff at FAAST_ADMIN@swrcb.ca.gov or call them at (866) 434-1083 M-F 8:00 am - 5:00 pm.

The Division will review applications received via the FAAST system with the CBTF and Regional Water Boards to determine whether applicants' projects are eligible for CBI grants. After a project is recommended by the CBTF and Regional Water Board, and the Division receives appropriate CEQA documents, the Division will issue a Project Concept Approval[1] letter. If the applicant agrees with the Concept Approval letter, the Division Chief will issue a

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[1] Concept Approval is a staff approval documenting that the project is eligible for CBI grant funding, documenting any conditions are applicable to the project, and documenting the project's milestones.

Preliminary Grant Commitment[2]. After a Preliminary Grant Commitment is approved, the State Water Board will execute a Grant Agreement[3] with the applicant. Disbursement of funds to applicants cannot be made until a Grant Agreement is executed.

FUTURE NOTICES ABOUT THE CBI GRANT PROGRAM

The State Water Board appreciates your interest in the CBI Grant Program. If you wish to receive updates and notices regarding the CBI Grant Program, please subscribe to our electronic mailing list. The instructions below explain how to add your name to our electronic mailing list.

1. Go to the State Water Board's home page at www.swrcb.ca.gov.
2. Select "Subscribe" under "Email Subscription" from the "Re   ference Links" on the right hand side of the page.
3. Enter your email address and full name in the appropriate boxes.
4. Put a check mark next to "Beaches." You may also put check marks next to any other electronic mailing lists that interest you.
5. Once you have selected all the lists that interest you, click on the "Subscribe" button.
6. A confirmation email will be sent to you from lyris@swrcb18.swrcb.ca.gov.
7. Open, read, and respond to the confirmation email. Your response will verify your subscription.

Information about the CBI Grant Program is also updated periodically at http://www.waterboards.ca.gov/cwphome/beaches/. For further assistance regarding the CBI Grant Program, please contact Mr. Mark Fong at (916) 341-5827 or mfong@waterboards.ca.gov.

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[2] A Preliminary Grant Commitment is approved by the Chief of the Division. The Commitment sets aside grant funding for a project.
[3] Grant Agreement is a legally binding agreement between the State and an applicant.